

## SCHEDULING NOTE

**Title:** BRIEFING ON EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE EMPLOYMENT, AND SMALL BUSINESS (Public Meeting)

**Purpose:** To provide the Commission with a semi-annual update on the progress and opportunities related to equal employment opportunity, diversity and inclusion and small business.

**Scheduled:** December 17, 2019  
10:00 a.m.

**Duration:** Approx. 2 hours

**Location:** Commissioners' Conference Room, 1<sup>st</sup> fl. OWFN

**Participants:** **Presentation**

**NRC Staff** **60 mins.\***

**Margaret Doane**, Executive Director for Operations

Topic: Opening Remarks

**Vonna Ordaz**, Director, Office of Small Business & Civil Rights

Topic: Overview of Equal Employment Opportunity (EEO), Equal Opportunity (EO), Diversity & Inclusion, and Small Business Programs

**Mary C. Muessle**, Director, Office of Administration

Topic: Update on Office initiatives related to EEO, EO, Diversity & Inclusion, and Small Business

**Mark Shaffer**, Deputy Regional Administrator, Region IV

Topic: Update on Regional initiatives related to EEO, EO, Diversity & Inclusion, and Small Business

**Hector Rodriguez-Luccioni**, Chair, Advisory Committee for Lesbians, Gays, Bisexual, and Transgender Employees

Topic: Joint Statement of the EEO Advisory Committees

**Commission Q & A** **40 mins.**

**Union Representative, National Treasury Employees Union**

**5 mins.**

A representative of the National Treasury Employees Union will be invited to sit in the well. The Chairman will ask the union for remarks as permitted, under the formal meeting provision of the Collective Bargaining Agreement.

**Discussion – Wrap-up**

**5 mins.**

\* For presentation only and does not include time for Commission Q & A's